

# Procure-to-Pay Capability Summary

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**SUBJECT:** 3in1 Tool

**BACKGROUND:** The 3in1 Tool automates three key procurement processes - Field Order, Receipt, and Payment - into one solution normally accomplished using Standard Form 44 (SF-44). Prior to the availability of this tool, Field Ordering Officers (FOO) and Paying Agents (PA) used SF-44 paper processes to conduct on-the-spot purchases of supplies and services when a Government Purchase Card (GPC) was not available. The 3in1 Tool automates and enhances these processes through an intuitive web application that can be accessed by any device and operating system. It is a joint procurement and financial solution, that aims to mitigate unnecessary risk, improve visibility, and minimize duplicative and excessive paper reproduction.

**POLICY:** Use of the 3in1 Tool is mandatory when supporting a contingency, humanitarian or peacekeeping operation as defined in FAR 2.101. In this scenario, DFARS PGI 218.271 outlines the requirement to leverage the 3in1 Tool.

**DATA STANDARDS:** The 3in1 Tool utilizes the SF-44 Schema, which is available on the DPC website: [https://www.acq.osd.mil/dpap/pdi/eb/sf\\_44\\_schema.html](https://www.acq.osd.mil/dpap/pdi/eb/sf_44_schema.html). This schema, which is unique to the 3in1 Tool, is currently on version 1.3 and is used to convert the SF-44 form to data. XML utilized in transmitting 3in1 Tool data to downstream systems.

**INFORMATION TECHNOLOGY (IT):** The 3in1 Tool provides a state-of-the-art set of IT capabilities that aim to maximize portability and accessibility. The simplified web application relies on an intuitive design to guide users through the various procurement and payment processes based on the electronic equivalent. The application is both device and platform agnostic, meaning it can be accessed via Laptop, Tablet or Mobile Phone regardless of whether the user is operating on an iOS, Windows or Android system. The 3in1 Tool accommodates offline capability by eliminating the need for connectivity mechanisms such as WiFi, Ethernet, or Ground Station Modules.

**IMPACT:** From a field user perspective, the capability eliminates redundant data entry, illegible paperwork, and lost receipts while enabling more robust cash management and expenditure analysis. Moreover, the intuitive web application platform improves portability and accessibility by consolidating necessary equipment to a single device untethered by system preferences or connectivity constraints. From a leadership perspective, use of the 3in1 Tool enables immediate visibility into purchasing power, through simplified purchase log reporting. Additionally, the Tool minimizes the risk associated with logistical shipping of government-issued hardware, while greatly reducing cyber security vulnerabilities through enhanced software administration and compliance capabilities. Ultimately however, completing the SF-44 in the 3in1 Tool will reduce the time and work throughout the procurement, accounting and reconciliation cycles, and reduce physical risk to personnel in Theatre locations.

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